

## MARKING REASONS NOT TESTED FOR ACT ASPIRE

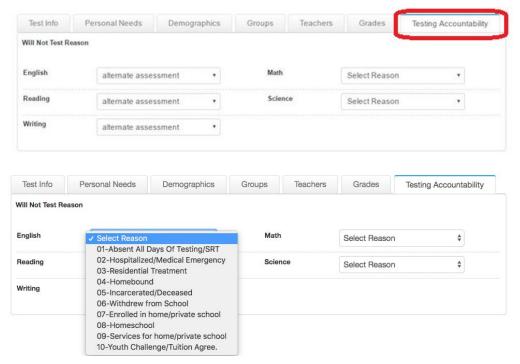
If the student is registered to a school in eSchool PLUS at the time of testing but will not test, the school will mark a Reason Not Tested for each subject test.

## 1. Find the student profile page to assign a reason not tested code.

- Hover over Students > Find Students > and search the student you want to assign a code.
- From the Student Profile page, scroll down to the bottom and locate the tab titled "Testing Accountability".



2. Select the "Testing Accountability" tab and select the Reason that applies in the appropriate subjects the student will not be testing.



RNT Number Code	Reason Not Tested	Display in Portal
01	Absent on ALL days of the test administration, including the make-up test administration/Expelled /Suspended/Student Refused to Test	01-Absent all days of Testing/SRT
02	Extended Hospitalization/Medical Emergency - Requires doctor's statement in ACE	02-Hospitalized/Medical Emergency
03	Residential treatment - Requires doctor's statement in ACE	03-Residential Treatment
04	Homebound - if student is medically fragile district must provide doctor's statement in ACE	04-Homebound
05	Incarcerated/Juvenile Detention/Deceased	05-Incarcerated/Deceased
06	Withdrew from school including moved out of state or country	06-Withdrew from School
07	Enrolled in home or private school	07-Enrolled in home/private school
08	Homeschooled student enrolled for classes or extracurricular	08-Homeschool
09	Special Education services for home/private school	09-Services for home/private school
10	Youth Challenge or Tuition Agreement	10-Youth Challenge/Tuition Agree.

## **TAKE NOTE**

- Students may transfer into your district with a RNT already marked. This code can be changed once the student is transferred into your portal.
- A reason not tested code will have to be selected for **each Aspire test subject** the student will not take.
- Students should not be placed in sessions if you know they will not test. Assign a code when a student is NOT in a test session and do not place them in a session.
- If a student happens to be in a session and does not test:
  - > Wait until the session has been closed to mark the RNT. When the session is closed the student status will change to Did Not Test and a RNT can then be marked using the steps above.
- A student cannot be put in a test session if they have been assigned a "Will Not Test" code. See screenshot below for what error will be seen if the student has been assigned a reason code.